

National Archives and Records Administration
P.O. Box 6216
501 W. Felix, Bldg. 1, Dock 1
Fort Worth, TX 76115

Fax: 817-334-5630

REQUEST FORM for **CRIMINAL** CASES RETURNED by **MAIL** or **FAX**

***STEP 1 CASE INFORMATION**

For each case obtain the following information (for the boxes below) **FROM THE U. S. DISTRICT COURT** where the case was closed. Your request **cannot** be serviced without the correct information in each of these blocks. **Please use one form per case. Orders will not be taken by phone.**

CITY COURT IS LOCATED	FRC ACCESSION NO. 021 -	FRC LOCATION NO.
CASE FILE NAME (S)	CASE FILE NO.	AGENCY BOX NO.

****STEP 2 REQUEST INFORMATION**

Indicate what you want (please check only one).

OPTIONS: **PACKET INCLUDES:** Judgment & Commitment, or Judgment & Probation Order, or Judgment & Sentence, and Indictment.

<input type="checkbox"/> 1. CRIMINAL "PACKET" uncertified	\$10.00	---	<input type="checkbox"/> by Fed Ex add \$7.50
<input type="checkbox"/> 2. CRIMINAL "PACKET" certified	\$16.00	----	<input type="checkbox"/> by Fed Ex add \$7.50
<input type="checkbox"/> 3. ENTIRE CASE uncertified	\$35.00	----	<input type="checkbox"/> by Fed Ex add \$7.50
<input type="checkbox"/> 4. ENTIRE CASE certified	\$41.00	---	<input type="checkbox"/> by Fed Ex add \$7.50

(if case exceeds 70 pages you will be notified-Please, no docket searches)

****STEP 3 RETURN INFORMATION**

Information needed to process and return your request.

NAME _____

FOR COPIES RETURNED BY FAX:

ADDRESS _____

FAX# () _____

CITY _____ STATE _____ ZIP _____

Copies will be mailed if over 50 pages.

DAYTIME TELEPHONE NUMBER () _____

Payment (must be received before we can process your request):

By mail: Actual check or money order (no copies) payable to **NATF**. If you request **more than one case** please provide a separate check for each request in case one of your requests is unserviceable.

By fax or mail: Major credit cards accepted-Mastercard, Visa, Discover & American Express.

CREDIT CARD INFORMATION:

ACCOUNT# _____ EXP. DATE _____

Please do not send cash.

****STEP 4 SUBMIT REQUEST TO ADDRESS OR FAX NUMBER ABOVE**

Rev. June 2002

Due to the volume of requests received daily-we DO NOT confirm that we have received your fax.

Telephone: 817-831-5900